

Department of Early Learning

1. Exceptions must be initiated in writing by the licensee or potential licensee using the Exception Request form (10.9.1.17) prior to the date the exception is needed.
2. Licensing staff will ensure that the Exception Request form has been completed and that it accurately reflects the exception being requested.
3. Licensing staff will have fifteen (15) business days to complete the exception request process. The time begins when the exception request has been received and date stamped by staff and ends when staff communicates the outcome to the requestor.
4. Once the licensor portion of the Exception Request form is complete, licensing staff will:
 - a. Approve or deny the request.
 - b. Sign the Exception Request form.
 - c. Forward the request to the appropriate supervisor.
5. The supervisor will:
 - a. Complete the supervisor portion of the Exception Request Form.
 - b. Return the Exception Request form to the licensor, LA, and ASAM. (if denied)
 - c. Send the completed form to the Service Area Manager (SAM) or designee. (if approved)
6. The SAM, or designee, will:
 - a. Review the proposed Exception Request form.
 - b. Complete the SAM portion of the Exception Request form.
 - c. Make the final determination
 - d. Scan to the Exception Request form and send to the licensor, supervisor, and LA.
7. The licensor will document the decision in Famlink, mail the original to the requestor and place a copy in the file.

Definitions

Exception — A deviation from a rule, standard, Washington Administrative code or regulation.